

FY 2022 HUMAN RESOURCES DEPARTMENT / PAYROLL DEADLINES					
PAY PERIOD	PEOPLE ADMIN, PERSONNEL ACTION FORMS, & VACATION DONATION DEADLINE	TIME SHEETS DUE IN PAYROLL	NO ORIENTATION EQUALS NO NEW HIRES THAT WEEK 1st MONDAY ORIENTATION	NO ORIENTATION EQUALS NO NEW HIRES THAT WEEK 2nd MONDAY ORIENTATION	PAY DAY
September 19, 2021 - October 2, 2021	Thursday, September 30, 2021	October 4, 2021	September 20, 2021	September 27, 2021	October 8, 2021
October 3, 2021 - October 16, 2021	Thursday, October 14, 2021	October 18, 2021	October 4, 2021	October 11, 2021	October 22, 2021
October 17, 2021 - October 30, 2021	Thursday, October 28, 2021	November 1, 2021	October 18, 2021	October 25, 2021	November 5, 2021
October 31, 2021 - November 13, 2021	Thursday, November 11, 2021	November 15, 2021	November 1, 2021	November 8, 2021	November 19, 2021
November 14, 2021 - November 27, 2021	Tuesday, November 23, 2021	November 29, 2021	November 15, 2021	NO ORIENTATION	December 3, 2021
November 28, 2021 - December 11, 2021	Thursday, December 9, 2021	December 13, 2021	November 29, 2021	December 6, 2021	December 17, 2021
December 12, 2021 - December 25, 2021	Tuesday, December 21, 2021	December 27, 2021	December 13, 2021	NO ORIENTATION	December 31, 2021
December 26, 2021 - January 8, 2022	Thursday, January 6, 2022	January 10, 2022	December 27, 2021	January 3, 2022	January 14, 2022
January 9, 2022 - January 22, 2022	Thursday, January 20, 2022	January 24, 2022	January 10, 2022	January 18, 2022	January 28, 2022
January 23, 2022 - February 5, 2022	Thursday, February 3, 2022	February 7, 2022	January 24, 2022	January 31, 2022	February 11, 2022
February 6, 2022 - February 19, 2022	Thursday, February 17, 2022	February 21, 2022	February 7, 2022	February 14, 2022	February 25, 2022
February 20, 2022 - March 5, 2022	Thursday, March 3, 2022	March 7, 2022	February 21, 2022	February 28, 2022	March 11, 2022
March 6, 2022 - March 19, 2022	Thursday, March 17, 2022	March 21, 2022	March 7, 2022	March 14, 2022	March 25, 2022
March 20, 2022 - April 2, 2022	Thursday, March 31, 2022	April 4, 2022	March 21, 2022	March 28, 2022	April 8, 2022
April 3, 2022 - April 16, 2022	Thursday, April 14, 2022	April 18, 2022	April 4, 2022	April 11, 2022	April 22, 2022
April 17, 2022 - April 30, 2022	Thursday, April 28, 2022	May 2, 2022	April 18, 2022	April 25, 2022	May 6, 2022
May 1, 2022 - May 14, 2022	Thursday, May 12, 2022	May 16, 2022	May 2, 2022	May 9, 2022	May 20, 2022
May 15, 2022 - May 28, 2022	Thursday, May 26, 2022	May 31, 2022	May 16, 2022	May 23, 2022	June 3, 2022
May 29, 2022 - June 11, 2022	Thursday, June 9, 2022	June 13, 2022	May 31, 2022	June 6, 2022	June 17, 2022
June 12, 2022 - June 25, 2022	Thursday, June 23, 2022	June 27, 2022	June 13, 2022	June 21, 2022	July 1, 2022
June 26, 2022 - July 9, 2022	Thursday, July 7, 2022	July 11, 2022	June 27, 2022	July 5, 2022	July 15, 2022
July 10, 2022 - July 23, 2022	Thursday, July 21, 2022	July 25, 2022	July 11, 2022	July 18, 2022	July 29, 2022
July 24, 2022 - August 6, 2022	Thursday, August 4, 2022	August 8, 2022	July 25, 2022	August 1, 2022	August 12, 2022
August 7, 2022 - August 20, 2022	Thursday, August 18, 2022	August 22, 2022	August 8, 2022	August 15, 2022	August 26, 2022
August 21, 2022 - September 3, 2022	Thursday, September 1, 2022	September 6, 2022	August 22, 2022	August 29, 2022	September 9, 2022
September 4, 2022 - September 17, 2022	Thursday, September 15, 2022	September 19, 2022	September 6, 2022	September 12, 2022	September 23, 2022

HOLIDAYS:

Thursday, November 25, 2021	Thanksgiving
Friday, November 26, 2021	Day after Thanksgiving
Friday, December 24, 2021	Christmas
Friday, December 31, 2021	New Years Day
Monday, January 17, 2022	Martin Luther King Jr. Birthday
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day

*Call Human Resources at 874-6391 or e-mail hr@como.gov to schedule new employees for orientation.

When a holiday falls on a Monday orientation will be held on Tuesday.

Highlighting indicates early HR deadlines

Tuesday Orientation due to Holiday

Revised Payroll Deadline - Timesheets due Tuesday